



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 2410.1, *Environmental Management System*, dated August 8, 2014.

**SUMMARY OF CHANGES:** Section 1, Purpose, updated this section to reflect the current state of the EMS, updated outdated hyperlinks, and made minor edits; Section 3, Authorities, added new authorities; Section 4, Definitions, updated to meet the current terminology; Section 5, Responsibilities, updated to reflect current practices within the Environmental Management System (EMS) Program, updated terminology, made minor edits, and combined positions to reflect current responsibilities within Office of Finance and Administration; Section 6, Policy, updated terminology and made minor edits; Section 7, Procedures, updated outdated hyperlinks; and Section 8, Effective Date and Implementation, updated approval signature block to reflect current administration.

1. **PURPOSE:** This directive provides TSA policy and procedures for maintaining an agency-wide EMS that will integrate and implement all applicable environmental protection laws into TSA environmental programs; assigns administrative responsibility throughout the EMS to ensure that environmental directives, procedures, and programs comply with the DHS Environmental Directives; and helps ensure that the EMS is developed and maintained consistent with the TSA Environmental Policy Statement posted on the TSA Environmental Program [iShare page](#).
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
  - A. 29 CFR, Part 1910, Occupational Safety and Health Standards Toxic Substances Control Act of 1976, as amended
  - B. 40 CFR, Parts 50 – 790, Environmental Protection Agency regulations
  - C. 40 CFR, Parts 1500 – 1508, Council on Environmental Quality regulations
  - D. 49 CFR, Parts 171 – 180, Department of Transportation regulations
  - E. Clean Air Act of 1970, as amended
  - F. Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended
  - G. [DHS MD 023-01, Environmental Planning Program](#)
  - H. [DHS MD 023-02, Environmental Management Program](#)
  - I. [DHS MD 025-01, Sustainable Practices](#)

- J. [DHS Instruction Manual 023-02-002-01, DHS Environmental Management Manual, dated April 15, 2015](#)
  - K. [DHS Guidance Manual 023-02-002-02, DHS Environmental Liabilities, dated August 31, 2015](#)
  - L. Emergency Planning and Community Right-to-Know Act of 1986, as amended
  - M. Energy Independence and Security Act of 2007
  - N. Energy Policy Act of 2005
  - O. Executive Order (EO) 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, dated February 11, 1994
  - P. EO 12948, Amendment to Executive Order No. 12898, dated January 30, 1995
  - Q. EO 13221, *Energy Efficient Standby Power Devices*, dated July 31, 2001
  - R. EO 13693, *Planning for Federal Sustainability in the Next Decade*, dated March 19, 2015
  - S. Federal Facility Compliance Act of 1992
  - T. Federal Insecticide, Fungicide and Rodenticide Act of 1972, as amended
  - U. Federal Water Pollution Control Act of 1972, as amended
  - V. Government Performance Results Act of 1993, as amended
  - W. Hazardous Transportation Act of 1990, as amended
  - X. ISO 14001:2015, Environmental Management Systems – *Requirements with guidance for Use*, dated September 15, 2015
  - Y. National Energy Conservation Policy Act of 1978
  - Z. National Environmental Policy Act of 1969, as amended
  - AA. Resource Conservation and Recovery Act of 1976, as amended
  - BB. Safe Drinking Water Act of 1976, as amended
- 4. DEFINITIONS:** Unless otherwise provided, all terms used in this directive have the meanings provided in the public laws, regulations, and EOs referenced in Section 3, Authorities.
- A. Designated Environmental Official (DEO): The TSA official who is responsible for the management and administration of the TSA EMS.

- B. Environmental Management System (EMS): A TSA-wide system for managing TSA's environmental and regulatory responsibilities that includes organizational structure, responsibilities, procedures, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy and all associated environmental programs in an effort to continually improve environmental performance.
- C. Environmental Management System Management Review Team (EMS MRT): A team that reviews all elements of the EMS, at least annually, to ensure conformance and continual improvement of the EMS. Top management participation is desirable, or else results of the MRT will be communicated to applicable top management and interested parties, to include the DEO.
- D. Environmental Management System Manager (EMS Manager): The official designated or appointed by the DEO who has sufficient authority to plan and budget for necessary staff, equipment, materials, and training necessary to maintain the environmental policy, procedures, and program development for an effective EMS at TSA.
- E. Facility: Any building, installation, structure, land, and other property owned or operated by, or constructed or manufactured and leased to, the Federal government.
- F. Senior Sustainability Officer (SSO): The official designated to be accountable for agency conformance with the requirements of EO 13693, including the preparation of targets for agency-wide greenhouse gas reductions, the submission of a Strategic Sustainability Performance Plan, and the monitoring of agency performance and progress in meeting the goals of the order.

## **5. RESPONSIBILITIES:**

- A. The Administrator, Assistant Administrators, Deputy Administrators and equivalents, and Office Directors are responsible for:
  - (1) Providing top management commitment and visible support for the TSA EMS.
  - (2) Implementing the TSA EMS in accordance with responsibilities and policy set forth in this Section and Section 6 of this directive and other applicable TSA environmental management directives.
  - (3) As practicable, ensure that adequate funding is provided for the implementation of the EMS and associated activities at TSA facilities.
  - (4) Ensuring that the acquisition program baseline incorporates estimates for the full cost of environmental management compliance and allows for sufficient time for execution.
- B. The Assistant Administrator/Chief Financial Officer and Administrative Officer serves as the DEO and SSO for TSA and is responsible for:
  - (1) Ensuring the establishment of policy, delegating authority, and assigning responsibility as necessary to implement the TSA EMS.

- (2) Encouraging the use of the EMS to continually improve environmental performance, compliance, and pollution prevention across TSA.
- (3) Providing oversight, advocacy, and top management representation for the TSA EMS.
- (4) Ensuring the organization, planning, programming, budgeting, and execution of the TSA EMS.
- (5) Ensuring, either through a lease or other occupancy agreement, that owners of space occupied by TSA are required to comply with all federal, state, and local environmental laws and regulations.

C. The Director of OSHE is responsible for:

- (1) Resolving environmental issues and disputes between TSA organizations or individuals that cannot otherwise be resolved.
- (2) Assisting the DEO by ensuring implementation of a comprehensive, effective EMS for TSA.
- (3) Ensuring the Occupational, Safety, Health, and Environment (OSHE) Division at TSA Headquarters is staffed with sufficient technically qualified environmental personnel to implement the TSA EMS.
- (4) Ensuring sufficient environmental resources are properly allocated to meet the requirements set forth in applicable environmental policies and guidance.
- (5) Ensuring required information for DHS or other agencies is provided through established reporting procedures.
- (6) Designating an EMS Manager.

D. The EMS Manager is responsible for:

- (1) Assisting the DEO in ensuring full and effective implementation of a comprehensive, coordinated, and well-integrated EMS for TSA.
- (2) Serving as manager of the EMS for TSA, and reporting program status to the DEO.
- (3) Coordinating annual EMS reviews.
- (4) Ensuring that all TSA facilities and operations designate appropriate personnel who will coordinate EMS activities.
- (5) Developing and revising directives, guidance, policies, programs, procedures, and training for the TSA EMS that will:

- (a) Promote continual improvement of the EMS and compliance with applicable DHS directives, federal, state, and local environmental laws and regulations. Programs will include, but are not limited to: National Environmental Policy Act, Recycling, Sustainable Acquisition, and Material Management (including voluntarily abandoned property, hazardous materials, and wastes).
- (b) Provide an organized framework for managing the TSA EMS and assist in the implementation of the EMS across TSA organizations to continuously improve environmental performance, compliance and pollution prevention.
- (c) Provide for measurement of performance under the EMS and regularly share this information with TSA interested parties in a clear and understandable manner.
- (d) Provide a yearly self-audit process to review the environmental programs within the EMS framework.

**6. POLICY:**

- A. Environmental leadership will be demonstrated within all TSA operations and activities to enhance the national security mission.
- B. TSA will comply with the TSA Environmental Policy Statement by implementing an effective EMS that includes:
  - (1) Establishing and maintaining procedures that identify significant aspects.
  - (2) Establishing and maintaining procedures that identify compliance obligations.
  - (3) Establishing Environmental Management Programs to manage significant aspects and establishing program objectives and action plans.
  - (4) Promoting environmental awareness.
  - (5) Establishing procedures for document and operational control.
  - (6) Establishing procedures in emergency preparedness and corrective actions.
  - (7) Ensuring management review of the EMS to promote continual improvement of all environmental programs within the system.
- C. TSA mission, facilities, property, equipment, and vehicles will be managed in a safe, environmentally responsible, and economical manner through pollution prevention, proper disposal of waste and voluntarily abandoned property, and selection of qualified, responsible disposal vendors.
- D. The consumption of natural resources will be reduced through the EMS, cost-effective recycling and the use of recycled and reused materials, and conservation of energy and water.

E. TSA will be an environmentally responsible organization, employer, and neighbor in the communities where TSA operates by taking timely and appropriate action to correct incidents or conditions that threaten the environment.

- 7. PROCEDURES:** Reference the manual and bulletin identified below for applicable operating instructions and other process directions relevant to and specific to the program and functions identified in this directive. Any questions should be addressed to the point-of-contact noted in this directive.
- A. OSHE has developed a manual to encompass the operating procedures for EMS appropriate facilities. Staff at EMS facilities may refer to the TSA EMS Manual, which can be found on the [TSA EMS Web Portal](#) (account required).
  - B. OSHE has developed bulletins, guidance, and training to assist in integrating and implementing policy and procedures resulting from the establishment of the TSA EMS. Refer to the TSA Environmental Program [iShare page](#).
- 8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective on the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

September 20, 2016

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Pat A. Rose, Jr.  
Assistant Administrator  
and Chief Financial Officer and  
Administrative Officer  
Office of Finance and Administration

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: TSA Assistant Administrators and equivalents, Office Directors  
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